

Account Request – New External Users

Introduction

MiEHDWIS is accessed through MILogin. Therefore, users must first create a Third Party MILogin account prior to requesting a MiEHDWIS account.

- ✓ **Important:** Please direct all MILogin for Citizen or MILogin for Third Party account issues to the MILogin Help Desk; available at 1-800-968-2644 or 517-241-9700, M-F 8:00 a.m. to 4:30 p.m.

Create Third Party MILogin Account

1. Visit the [MILogin for Third Party](#) website.
2. Bookmark this webpage for future reference.
3. Click **Sign Up**.
4. Enter in your **Profile Information**.
5. Answer the **Verification Question**.
6. Agree to the **Terms and Conditions**.
7. Click **Next**.
8. Create **User ID** – must be last name, first initial, and any four numbers (Example: DOEJ1234).
9. Create **password** that is unique to you.
10. Confirm password.
11. Click **Next**.
12. Choose your password recovery method(s).
 - Note:** If **Security Questions** is chosen, Security Questions must be answered. If **Mobile Text/SMS** is chosen, the PIN texted to you must be entered and click Confirm.
13. Click **Create Account**.

Request Access to MiEHDWIS

1. From your MILogin homepage, click **Request Access**.
2. Select Agency – **Michigan Department of Environment, Great Lakes, and Energy**.

3. Click **Search Application**.
4. Choose **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.
5. **Agree** to the Terms and Conditions.
6. Click **Request Access**.
7. A confirmation screen will appear stating that the request was successfully submitted.
8. Click **Home**.
9. Click on **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.

Note: If MiEHDWIS does not show up on your home screen, log out of MILogin and log back in until it shows up (it may take a few times).

10. **Agree** to the Terms and Conditions.
11. You will be greeted by the MiEHDWIS Welcome screen.
12. Confirm your email address.
13. Provide a **Reason for Access**.

Note: You will not be approved for an account if you do not provide a Reason for Access.

14. Click **Request Access**.
15. A confirmation message will appear stating, **“Access request has been submitted and will be reviewed by an administrator within 1-3 business days.”**

Note: Once approved, you will receive an email from MiEHDWIS. If unapproved and you submitted a Reason for Access, you will be contacted by a System Administrator asking for more information or providing a reason for denial. If you do not provide a Reason for Access, you will not be approved and you will not receive an email.

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